

CURRICULUM VITAE

NEHA MEHRA

127, B. K. PAUL AVENUE

KOLKATA- 700005

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CAREER OBJECTIVE

As a hardworking, result oriented and committed team player I am seeking to establish my career in a role where I can make a long-standing commitment to gaining job satisfaction. Committed to ongoing professional development, I am motivated by the opportunity to advance my skills in dynamic environment.

ACADEMIC QUALIFICATION

Examinations Passed	BOARD/UNIVERSITY	YEAR OF PASSING	RESULT
10 th	Maheshwari Girls' School ICSE	2016	82%
12 th	Maheshwari Girls' School ISC	2018	78%
B.COM	UMESCHANDRA COLLEGE CALCUTTA UNIVERSITY	-	Pursuing

OTHER QUALIFICATION

- Completed Conversational English course from The British Institutes
- Completed computer training course from The British Institutes

EXPERIENCE

Worked in a Chartered Accountancy Firm for a year.

PERSONAL SKILL

- Effective communication skills
- Creative
- Attention to detail
- Flexible and grasps to new environment easily
- Active in sporting activities

TECHNICAL SKILL

- MS- Office
- Tally

AWARDS AND ACHIEVEMENTS

- Received 1st prize in swimming competition
- Received 2ND prize in race in school
- Received certificate of Junior Diploma in drawing from Bangiya Sangeet Parishad

PERSONAL PROFILE

- | | |
|-------------------|---|
| ➤ Father's name | Raj Kumar Mehra |
| ➤ Date of birth | 9 November, 1999 |
| ➤ Sex | Female |
| ➤ Marital status | Unmarried |
| ➤ Languages Known | English, Hindi |
| ➤ Nationality | Indian |
| ➤ Hobbies | Dancing, Playing Badminton, Singing, Swimming |

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date: 7 December, 2020

Place: Kolkata

Date of Joining - 8th December, 2020.

NEHA MEHRA